

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Purchasing

**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division

**AUTHORIZED BY:** Lisa H. Spriggs **CONTACT:** Ray Hooper **EXT.** 7111

**Agenda Date** 11/18/03 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

**MOTION/RECOMMENDATION:**

**BACKGROUND:**

**CONSRUCTION CONTRACTS**

19. **Accept and authorize the Chairman to execute the Certificate of Completion for FC-1123-00/BJC – Southeast Regional WTP, with Wharton-Smith, Inc., Sanford (Certificate of Completion).**

FC-1123-00/BJC provided for all labor, materials, equipment, coordination and incidentals necessary for the new Consumers Water Treatment Plant including an operations building, high service pumping station, chemical storage and feed

<b>Reviewed by:</b>
<b>Co Atty:</b> _____
<b>DFS:</b> _____
<b>Other:</b> _____
<b>DCM:</b> <u>SS</u>
<b>CM:</b> <u>KE</u>
<b>File No.</b> <u>CFSP00</u>

facilities, ground storage reservoirs, well supply with well pump, electrical and mechanical equipment, a SCADA equipment and plant control system, and appurtenant work as indicated on the drawings and specified. As of September 4, 2003, all work and documentation have been satisfactory completed. Environmental Services/Planning, Engineering, and Inspections Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the acceptance of this project and authorize the Chairman to execute the Certificate of Completion.

## **PROFESSIONAL SERVICES CONTRACTS**

**20. Approve Amendment #4 to PS-525-98/BJC – Construction Engineering and Inspection Services for Markham Woods Road/Douglas Avenue Road Project, with Keith and Schnars, P.A., Rockledge (\$72,793.72).**

PS-525-98/BJC provides for construction engineering and inspection (CEI) services for the Markham Woods Road/Douglas Avenue Road project which includes services necessary to determine that the project is constructed to reasonable conformity with the plans, specifications and contract provisions.

Additional CEI services are required to close out the project. The construction contractor no longer exists as a construction company and the construction is being handled by the construction contractor's bonding company. Following the final completion of the project, latent defects have been discovered and this amendment will extend Keith and Schnars' CEI services to allow for said defects to be quantified and for corrective action determined and implemented prior to final acceptance of the project by the County.

Amendment #4 will provide additional funds for the close out of the project. Engineering will pursue the reimbursement of these additional CEI costs from the remaining roadway contractor's money currently being held by the County. The following is a summary of the cost of this contract:

Original Contract Sum	\$349,963.00
Amendments #1, #2 & #3	232,955.44
Add Amendment #4	<u>72,793.72</u>
Revised Work Order Sum	\$655,712.16

Funds are available in account numbers 077515-56067000 (Engineering, Roads) CIP #DE56172Z. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the County Manager to execute Amendment #4.

21. **Approve Second (Final) Renewal for PS-597-01/BJC – General Professional Consulting Services for Comprehensive Planning, with Glatting Jackson Kercher Anglin Lopez Rinehart, Inc., Orlando; Land Design Innovations, Orlando; and Wilbur Smith Associates, Orlando (January 3, 2004 through January 2, 2005) (Not-to-Exceed \$275,000.00/year).**

PS-597-01/BJC provides for the expertise and technical skills on an as needed basis, to assist Seminole County staff in the implementation of the County's Comprehensive Plan and the fulfillment of the comprehensive planning work program activities to include public involvement.

Glatting Jackson Kercher Anglin Lopez Rinehart, Inc., Orlando; Land Design Innovations, Orlando and Wilbur Smith Associates, Orlando, have agreed to renew their contracts for the period of January 3, 2004 through January 2, 2005 at the current compensation, terms and conditions.

Authorization for performance of professional services by the Consultants under these Agreements shall be in the form of written Work Orders issued and executed by the County and signed by the Consultants. The work and the dollar amount for each Work Order will be negotiated on an as-needed basis for each project and will determine the dollar amount allocated to the Consultants.

Planning and Development Department/Comprehensive Planning Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the renewal and authorize Contracts to notify the Consultants of such action, as long as the combined contracts do not exceed \$275,000.00 per year.

22. **Approve Second (Final) Renewal for PS-598-01/BJC – General Professional Consulting Services for Environmental/Recreation Planning with Glatting Jackson Kercher Anglin Lopez Rinehart, Inc., Orlando; Pandion Systems, Inc., Gainesville; and Lotspeich and Associates, Inc., Winter Park (January 3, 2004 through January 2, 2005) (Not-to-Exceed \$225,000.00/year).**

PS-598-01/BJC provides for the expertise and technical skills on an as needed basis, to assist Seminole County staff in the implementation of the County's comprehensive planning work program as it relates to conservation and/or recreation planning, and the fulfillment of related planning work program activities to include public involvement.

Glatting Jackson Kercher Anglin Lopez Rinehart, Inc., Orlando; Pandion Systems, Inc., Gainesville and Lotspeich and Associates, Inc., Winter Park, have agreed to renew their agreements for the period of January 3, 2004 through January 2, 2005 at the current compensation, terms and conditions.

Authorization for performance of professional services by the Consultants under these Agreements shall be in the form of written Work Orders issued and executed by the County and signed by the Consultants. The work and the dollar amount for each Work Order will be negotiated on an as-needed basis for each project and will determine the dollar amount allocated to the Consultants.

Planning and Development Department/Comprehensive Planning and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the renewal and authorize Contracts to notify the Consultants of such action, as long as the combined contracts do not exceed \$225,000.00 per year.

## **REQUEST FOR PROPOSALS**

- 23. Approve Second (Final) Renewal for RFP-4121-01/BJC – Prosecution Alternative for Youth Program Counseling Agreement (P.A.Y. Counselors Program) with Another Chance Counseling Center, Winter Park; Central Florida Psychological Services, Sanford; Families in Recovery, Longwood; Human Services Resources & Associates, Longwood; Quest Counseling Centre, Altamonte Springs; and Robert A. Tango, Lake Mary (January 3, 2004 through January 2, 2005) (Not to Exceed \$62,000.00 per year).**

RFP-4121-01/BJC provides for counseling services for the County's Prosecution Alternatives for Youth Program. Counselors will accept referral clients from the P.A.Y. Program for various services such as drug/alcohol assessment, drug/alcohol counseling for individuals, family and group, urinalysis, mental health assessments, career/vocational assessment/counseling, and other special programs group counseling.

Another Chance Counseling Center, Winter Park; Central Florida Psychological Services, Sanford; Families in Recovery, Longwood; Human Services Resources & Associates, Longwood; Quest Counseling Centre, Altamonte Springs and Robert A. Tango, Lake Mary have agreed to renew their agreements for the period January 3, 2004 through January 2, 2005 at the current compensation, terms and conditions.

The estimated usage of this contract is \$62,000.00 per year. This is a budgeted project and funds are available in account number 065900-53034000 (PAY/Alternatives/Youth, Contracted Services). Community Services Department/P.A.Y. Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the renewal and authorize Contracts to notify the Consultants of such action.

**24. Approve the First Renewal for RFP-4176-02/BJC – Outpatient Substance Abuse Treatment Services for the Seminole County Drug Court Program, to The Grove Counseling Center, Inc., Altamonte Springs (January 15, 2004 through January 14, 2005) (Not-to-Exceed \$60,000.00).**

RFP-4176-02/BJC provides a qualified treatment provider to provide outpatient substance abuse treatment for the Seminole County Drug Court Program.

The Grove Counseling Center has agreed to renew their agreement for the period of January 15, 2004 through January 14, 2005 at the current compensation, terms and conditions and at the sole option of the County may renew this agreement for one (1) additional twelve (12) month period.

The Court Administration Office and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize Contracts to notify the Consultant of such action.

**25. Award RFP-4190-03/JVP – Lease/Purchase of Computer Equipment, to Pomeroy Computer Resources, Jacksonville (Not-to-Exceed \$3,600,000.00 per year).**

RFP-4190-03/JVP will provide for the lease/purchase of computer equipment for Seminole County Government on an as needed basis.

This project was publicly advertised and the County received five (5) proposals in response to the solicitation (listed in alphabetical order):

- Executive Source, Inc., Orlando;
- Insight Public Sector, Lake Wales;
- Pomeroy Computer Resources, Jacksonville (Gateway and Dell);
- Sarcom, Inc., Orlando.

Executive Source, Inc. was considered non-responsive by the Purchasing and Contracts Division for failure to submit acknowledgement of Addenda #1 which included changes to the cost structure and specifications. The Evaluation Committee, which consisted of Garrett Antoine, Network Technician, Information Services; Robert Frank, Deputy County Manager; Chris Grasso, Information Technology Director; Lori Griffin, Network Technician Team Leader; Paula Irby, Leasing Coordinator, Information Services; Lisa Kalbach, Network Team Leader; and Kim Patterson, Information Services Manager, evaluated the submittals. The initial evaluation criteria consisted of the following:

**Technical Plan**

- Understanding of the Scope of Services
- Approach plan to support the needs and objectives of the procurement.
- Proposal repair/warranty support

**Personnel/Management Plan**

- Proposed prime/subcontract relationship
- Project Manager Experience, qualification and involvement in the procurement.

**Price Proposal**

- Total price reasonableness
- Ability to ensure appropriate discounts for future purchase/lease.

**Past Performance**

- Performance on prior contracts with similar scope.

Based on the initial phase, the following firms were short-listed for presentations (listed in alphabetical order):

- Pomeroy Computer Resources – Dell Solution, Jacksonville;
- Pomeroy Computer Resources – Gateway Solution, Jacksonville;
- Sarcom, Inc., Orlando.

The short-listed firms were evaluated based on the following Phase II evaluation criteria:

**Presentations/ Demonstrations**

- Overall assessment of the Procurement. Understanding of the scope of services through utilization of proposed personnel; material support and response time to assure all work is performed in a timely, efficient and effective manner.
- Ability to complete the pilot demonstration to install five sample desktops stations.

**Price Proposal**

- Total price reasonableness
- Ability to ensure appropriate discounts for future purchase/lease.

**Technical Plan**

- Understanding of the Scope of Services
- Approach plan to support the needs and objectives of the procurement
- Proposal repair/warranty support

**Personnel/Management Plan**

- Proposed prime/subcontract relationship
- Project Manager Experience, qualification and involvement in the procurement

The Evaluation Committee considered Sarcom, Inc., Orlando as the top ranked firm and the company demonstrated high technical planning and great

knowledge regarding the County's needs and requirements. Despite the Committee evaluation of Sarcom, Inc. as the most qualified firm to provide the required services and equipment, the committee is recommending the award of the contract to Pomeroy Computer Resources – Gateway Solution, Jacksonville because of the great difference in the cost as proposed by Sarcom, Inc and Pomeroy Computer Resources. During the overall evaluation, it was determined that Sarcom, Inc's proposal was \$294,698.67 per year higher than the Pomeroy's solution. These prices are based upon discounts off the state contract, or manufacture's published prices.

The Evaluation Committee recommends the Board to award the contract to Pomeroy Computer Resource for Gateway desktops, Compaq Servers and various other brands of laptops, printers and peripherals as proposed by Pomeroy Computer Resource. A savings of approximately seven hundred and fifty thousand dollars (\$750,000.00) will be achieved over a three year lease cycle when compared to the existing contract and the contract contains the favorable buy back option at residual value.

The Agreement will become effective upon execution by the County and shall run for a period of three (3) years plus a three (3) year option from the date that each delivery and acceptance is executed by the County per each item, except for laptop computers, for which the term can be two (2) or three (3) years from the date of delivery and acceptance, unless sooner terminated in accordance with the terms of the lease agreement. This lease agreement shall remain in force and effect until the last lease item is terminated or expires.

This is a budgeted project and funds are available in various account numbers. Information Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the project and authorize the Chairman to execute the Agreement as prepared and approved by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the Request for Proposal documents.

**26. Approve Amendment #4 to RFP-4117-01/GG - Display Wall & Display Wall Controller for Seminole County Advanced Traffic Management Controller, with Advanced Video Inc., Columbia, SC (Not-to-Exceed \$48,160.80) (Time Extension).**

Contract RFP-4117-01/GG provided for the installation of a Display Wall and Display Controller System as part of the Control Center for the County's Advanced Traffic Management System (ATMS). The display system is installed in the 911 Operations Center located in the Public Safety Building. The wall installation project was completed successfully in December 2002 and an initial warranty of one (1) year was included with the original contract. This warranty expires in December 2003. Amendment #4 will provide for additional warranty time and contract extension for a period of four (4) years, December 31, 2007. The

warranty will cover the wall hardware and software and will include an annual preventive maintenance component. The purpose of the additional warranty is to cover unforeseen equipment problems and extend the life expectancy. The following is the summary of the cost of the contract:

Original Contract	\$389,580.00
Amendment #1	(time extension only)
Amendment #2	49,872.00
Amendment #3	(time extension only)-
Amendment #4	<u>48,160.80</u>
Total Contract Sum	\$487,612.80

Public Works/Traffic Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board to approve and authorize the County Manager to execute the Amendment.

### **INVITATION FOR BID**

- 27. Award IFB-3076-03/JVP –Term Contract for Streets, Driveways, Curbs & Gutters, to American Persian Engineers & Constructors, Inc. (APEC, Inc.), Orlando and Sunshine Building and Development Corporation, Casselberry (Not-To-Exceed \$1,422,075.00 per year).**

IFB-3076-03/JVP will provide for the repair of pavement, sidewalk, driveway, slabs, walls and curb as necessary for Environmental Services/Water & Sewer projects. The Scope of Services will also provide for the repair and maintenance of water and wastewater lines that require digging up during the repair of pavement, driveways, sidewalks and curbs.

This project was publicly advertised and the County received five (5) submittals in response to the solicitation. The Review Committee which consisted of Environmental Services/Water and Sewer personnel has reviewed the responses and recommends award of the contract to the most responsive and responsible bidders, American Persian Engineers & Constructors, Inc (APEC), Orlando and Sunshine Building & Development Corporation, Casselberry, for a thirty six (36) months base period with two (2) renewal options not to exceed one (1) year each.

Authorization for performance of services by the Contractors under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based upon the terms and conditions of the agreements.

This is a budgeted project and funds are available in account number 087801-53046000 (Water and Sewer, Repairs and Maintenance). Environmental Services/Water and Sewer and Fiscal Services/Purchasing and Contracts Division recommend that the Board to award the project and authorize the Chairman to execute the agreement as approved and prepared by the County Attorney's Office



with no major deviation in terms and pursuant to the requirements of the Bid documents.

**28. Award IFB-3077-03/BJC –Term Contract for Court Resurfacing Services for Parks and Recreation Division, to Varsity Courts, Inc., Longwood (Not-to-Exceed \$90,000.00 for a period of three (3) years).**

IFB-3077-03/JVP will provide for the resurfacing and repair of tennis, basketball and racquetball surfaces at the various sites within the Seminole County Parks and Recreation system. In addition to resurfacing the identified courts; repair of cracks, holes and divots, anchor posts and center net anchors that may require repair prior to applying the binder and color coats to provide a smooth professionally finished playing surface.

Projected resurfacing work to be contracted:

**2003 – 2004**

1 Basketball Court  
6.5 Tennis Courts  
8 Racquetball Courts

**2004 – 2005**

1 Basketball Court  
15 Tennis Courts  
12 Racquetball Courts

**2005 – 2006**

4 Basketball Courts  
19 Tennis Courts

This project was publicly advertised and the County received two (2) submittals in response to the solicitation. The Review Committee which consisted of Library and Leisure Services/Parks and Recreation Division personnel has reviewed the responses and recommends award of the contract to the most responsive and responsible lowest bidder, Varsity Courts, Inc., Longwood in the not-to-exceed amount of \$90,000.00 for a three (3) year period.

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based upon the terms and conditions of the agreements.

Library and Leisure Services/Parks and Recreation Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board to award the project and authorize the Chairman to execute the agreement as approved and prepared by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the Bid documents.

## **ANNUAL BID**

- 29. Approve Amendment #1 to A/B-391-00/GG – Turf Maintenance of Drainage Areas, with Ott Landscape Maintenance, Deland (Not-to-Exceed \$28,860.00 per year).**

A/B-391-00/GG provides for grounds maintenance projects to include mowing, weed eating, pruning, grass cuttings and trimmings, herbicide application and litter removal at the various pond areas throughout the County.

Amendment #1 will provide for the addition of new locations to the contract. Every year new retention ponds are added to the county maintenance system, primarily upon completion of County road projects. The following is a summary of the cost of the contract:

Original Contract Sum	\$30,336.00
Add Amendment #1	<u>28,860.00</u>
Revised Contract Sum	\$59,196.00 (per year thru 7/24/05)

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based upon the terms and conditions of the agreement.

Funds are available in account numbers 077600-53034000 (Stormwater, Contracted Services). Public Works/Stormwater and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the amendment and authorize the Purchasing and Contracts Division to make the appropriate changes to the award documents.

## **SOLE SOURCE**

- 30. Waive the procurement process, approve Sole Source Procurement and authorize the issuance of Purchase Orders for the Repairs of Flow Meters and Electronics for the Water and Sewer Division on an as needed basis, with Techni Quip, Inc., Auburdale (Not-to-Exceed \$30,000.00 per year).**

Techni Quip, Inc. provides for the repairs of flow meters and electronics for the Water and Sewer Division on an as needed basis. This company is the authorized representative for these type of repairs on the County owned flow meters and appurtenances.

Authorization for performance of services by the Contractor under this authorization shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based as directed by the County project manager.

Environmental Services Department/Water and Sewer and Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the issuance of Purchase Orders on an as needed basis as long as the cumulative amount does not exceed \$30,000 per year.

- 31. Waive the procurement process, approve Sole Source Procurement and authorize the issuance of Purchase Orders for the purchase of Field and Laboratory Calibration, repair, maintenance and chemicals, with Hach Company, Ames, IA (Not-to-Exceed \$65,000.00 per year).**

Florida department of Environmental Protection required field and laboratory equipment for the County water and wastewater facilities to be calibrated. These calibration must be in accordance with the Manufacturer's specifications and must be performed every six (6) months. Hach Company is the manufacturer's representative authorized to perform the required services on those equipments.

Environmental Services Department/Water and Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the issuance of Purchase Orders on an as needed basis as long as the cumulative amount does not exceed \$65,000.00 per year for a period of five (5) years.

#### **MISCELLANEOUS CONTRACTS**

- 32. Award M-390-03 – Bus Bench Concession Agreement to Metropolitan Systems, Inc. of Orlando, FL (\$25.00/bench/year payable to the County).**

At the 04/08/03 meeting of the Board of County Commissioners, the Board directed the Planning and Development Department, Planning Division to enter into a sole source exclusive contract with the vendor currently providing bus benches, Metropolitan Systems, Inc.

M-390-03 provides exclusive rights to Metropolitan Systems, Inc. for a bus bench program throughout Seminole County. Metropolitan will pay to the County \$25.00 per year for each bench placed. This amount is payable annually on the anniversary date of the agreement. The agreement is for a base period of 10-years with two 5-year options for a total period of 20 years.

Planning and Development Department/Planning Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.